



VACATION OF EASEMENTS SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Subdivision Regulation provisions. Applicants are expected to review the details of the code. Copies of the Subdivision Regulations can be purchased in the Planning Department, or accessed online under Title 16, Subdivisions, at <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application meeting shall be scheduled with the Planning Staff prior to Minor Subdivision submittal. The following information needs to be provided at the pre-submittal meeting:



- ☐ 1) Completed Development Review Application Form with nonrefundable fee.
- ☐ 2) A letter of application which requests the vacation, explains the nature of and reasoning for the request, and contains the street address and legal description of the subject property.
- ☐ 3) A copy of the Subdivision Plat whereon the easement in question was dedicated;
- ☐ 4) One copy up to 11"x 17", or three copies over 11"x 17" and up to 24"x 36" and a reduced size (not to exceed 11" x 17"), of an accurate graphic showing the following:
 - 1. All lines of lots, blocks, and other parcels of land as recorded, which abut the proposed, vacation area;
 - 2. Ownership of abutting properties;
 - 3. The lines, widths, and locations of all easements, as recorded, proposed for vacation;
 - 4. The location and type of all existing development adjacent to the proposed vacation;
 - 5. All existing drainage and utility installations lying either within the proposed vacated area, or outside any recorded easement on the applicant's property;
 - 6. Date of preparation, scale, and northpoint.
- ☐ 5). Written proof showing the locations of utility lines or drainage facilities on or about the property in questions obtained from the pertinent entities, or any agency which is authorized to serve as a central locating service.
- ☐ 6) An accurate and clear legal description of the proposed vacation area.